Appendix B

Commonwealth of Virginia
Database Index Reporting Form

1. **Public Body Name & Numeric Code:** Virginia Housing Development Authority (1002)	4. **Point of Contact:** Judson McKellar
2. **Database Title:** **MFSP Integrated Database**	5. **Phone Number:** (804)343-5540
3. **Database Acronym:** **MFSP_INTEGRATED**	6. **Signature & Date:** *Judson McKellar* 7/15/99

7. **Database Description and Contents:** *(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)*

The purpose of the MFSP Integrated database is primarily to process and store MFSP's MAPP application Property Owner/payee HAP and Tenant Utility Reimbursement (UR) Check data, Administrative and Portable Locality Fee Check data, and Tenant FSS Escrow/Interest payment and FSS Check data imported from the Data General (DG) Family Reporting database. MFSP Integrated database also processes and stores data for the Locality Transaction Fax application which auto faxes a Owner/payee HAP and Tenant UR Transaction Report to Virginia localities for confirmation of the upcoming HAP/UR Admin Fee Check run. In addition, this database processes/stores Tenant (Income) Eligibility Verification (TEVS) report data by locality downloaded from the HUD TEVS website for purposes of disbursement to the Virginia Localities for Tenant Recertifications.

Note: MFSP_INTEGRATED contains sensitive Section 8 Housing Tenant Income and Family Profile information and therefore should be held confidential.

The IT Applications system is a Sybase 11.5.1. database on an IBM AIX platform.

Information from the database may be made available, except where exempted or otherwise restricted by statute.

** IN PRODUCTION AFTER JULY 1, 1998

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. **Date of Last Update:** July 1, 1998	9. **Frequency of Update:** ☒ Daily, ☐ Weekly, ☐ Monthly, Other:

10. **Formats Available and Schedule of Fees:** *(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)*

a. **Format**	b. **Cost**
Ad Hoc Queries (on paper or diskette)	$55 per staff hour, minimum 1 hour charged

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).
5/30/97